Test Accessibility and Accommodations User Guide

Table of Contents

Overview

Introduction to the Test Accessibility and Accommodations System (TAA)

The online Test Accessibility and Accommodations System (TAA) is used for ACT-Approved Accommodations management. The test coordinator (TC), and/or test accommodations coordinator (TAC) use TAA for:

- submitting requests for ACT-Approved Accommodations to ACT
- checking the status of requests
- reviewing decision notifications
- requesting reconsideration of requests that were not approved initially, if applicable
- viewing examinee information for planning purposes, as needed

Access to TAA via the ACT College and Career Readiness Information System (CCRIS)

TAA can be accessed from any computer via Internet Explorer version 11 or later, Mozilla Firefox, or Google Chrome.
To use TAA, you need an account in the ACT College and Career Readiness Information System (CCRIS).

The CCRIS is used for:

- ordering ACT Explore and ACT Plan test materials
- using the Supplier Registration and Payment System (SRPS) for registering and requesting payment when serving as testing staff for the ACT at a National testing site
- managing ACT-Approved Accommodations using TAA for State and District testing

Additional Responsibilities of the Test Coordinator (TC)

In addition to managing ACT-Approved Accommodations in TAA, the test coordinator is responsible for:

- requesting trusted agent privileges in the ACT College and Career Readiness Information System (CCRIS) for your school
- granting or revoking access to test accommodations coordinators in TAA
- helping test accommodations coordinators navigate TAA to submit requests as needed
- reviewing the preliminary and final ACT-Approved Accommodations rosters
- viewing and participating in accommodations training provided by ACT

Test Coordinator is Trusted Agent in TAA

It is the trusted agent's responsibility to manage access to TAA for your school. Each school must have a trusted agent, and may only have one trusted agent. The test coordinator must serve as the school's trusted agent.

Important! Trusted Agent Access is Granted by ACT

To prevent unauthorized access to the TAA, the test coordinator must request trusted agent privileges in CCRIS. Each trusted agent request is reviewed by an ACT CCRIS account administrator and may take up to *five business days* to approve. The test coordinator is not able to access TAA for his or her school until trusted agent privileges are granted. The test coordinator will receive an access notification email at the address used to set up his or her CCRIS account. ACT will contact the test coordinator to resolve any questions.

Test Accommodations Coordinator Access is Granted by Test Coordinator

Once the test coordinator is granted trusted agent privileges in TAA, the test coordinator may invite test accommodations coordinators to submit requests using TAA. Each test accommodations coordinator must request access to TAA. The test accommodations coordinator is not able to access TAA for his or her school until the test coordinator grants access. The test accommodations coordinator will receive an access notification email at the address used to set up his or her CCRIS account.

Note: Refer to the Accessing CCRIS and TAA, and Test Accommodations Coordinator Requesting Access sections below for detailed instructions.

Accessing CCRIS and TAA

Caution! When to Set up a CCRIS Account

If you have a CCRIS account for ordering test materials, or for SRPS, *do not* create a new ACT account for TAA. Use your established CCRIS username and password to access TAA and associate with your school.

Note: If you already have an account, you may skip to Logging into Your CCRIS ACT Account below.

Setting Up a CCRIS Account

If you do not already have a CCRIS account, follow these steps to set up an account:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Click the **Sign up for an ACT account** link.

> **Don't have an account?**
> ● Sign up for an ACT account

3. Enter the required information.
4. Click the link to read the ACT Account Terms and Conditions.
5. Check the box to accept the terms and conditions.
6. Click the **Create Account** button.

Activating Your New CCRIS Account

To activate your new CCRIS account, follow these steps:

1. Log in to the email account that you used to create an ACT account.
2. Locate an email titled, "Action Required: Activate Your ACT Account."
3. Click the link in the email, or copy and paste the link into your web browser.
4. Click the **Sign In** button.

Logging into Your CCRIS ACT Account

To log into your CCRIS account, follow these steps:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Enter your username (the email address used to create your ACT account).
3. Enter your password.
4. Click the **Sign In** button.

Organizations in TAA

Schools are referred to as organizations in TAA. To set up your school to use TAA, the test coordinator and test accommodations coordinator must associate with your school by selecting it as an organization. All requests that are submitted will be associated with the school that is selected.

Selecting Your Organization in TAA

To select your school in TAA, complete these steps:

1. Log in to your CCRIS account.
2. Select your organization.
   - If this is the first time you are logging in, you will be routed to the **Select Your Organization** page.
   - If you have logged in before, select the **Add an Organization** button.
3. Select your state.
4. Select your city.
5. Select your organization.
6. Select your position within this organization.
   - If you are the test coordinator, select **School or District Administration**.
   - If you are the test accommodations coordinator, select the drop down that best describes your position within the school.
7. Type in your full title.
8. Click the **Submit** button.

Note: The test coordinator and test accommodations coordinator must select the same school.

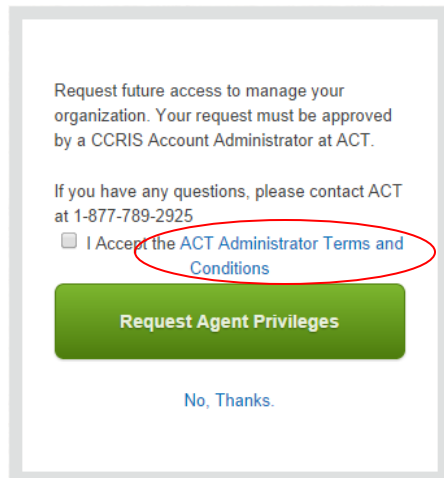# Test Coordinator Requesting Trusted Agent Privileges

Test Coordinator Requesting Trusted Agent Privileges

Follow these steps to request trusted agent privileges:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Click the radio button next to your school.
4. Click the **Continue** button.
5. Click the **CCRIS Manage Organization and Trusted Agent Access** icon.

6. Click the **ACT Administrator Terms and Conditions** link.

7. Read and close the terms and conditions.
8. Click the box next to, "I Accept the ACT Administrator Terms and Conditions."

9. Click the **Request Agent Privileges** button.

Note: You will be notified by email when granted trusted agent privileges.

Replacing the Test Coordinator/Trusted Agent

When the test coordinator with trusted agent privileges needs to be replaced, the acting test coordinator must notify ACT and name a new test coordinator for the school. The newly-appointed individual must request trusted agent privileges to gain access to TAA.

Test Accommodations Coordinator Requesting Access

Test Accommodations Coordinator Requesting Access to TAA

Once you have a CCRIS account, and you have associated with your school, follow these steps to request access to TAA as a test accommodations coordinator:

1. Log in to CCRIS: https://readiness.act.org/ccr/app/home.
2. Enter your username (the email address used to create your ACT account).
3. Enter your password.
4. Click the **Sign In** button.
5. Click the radio button next to your school.
6. Click the **Continue** button.
7. Click the **TAA** icon in the middle of the screen. You will be redirected to the Request Test Accessibility and Accommodations Access page.

Test Accessibility and
Accommodations

8. Click the **ACT Accommodations Terms and Conditions** link.

To request ACT-Approved accommodations for your students, you must: (1) be appointed to the role of Test Accommodations Coordinator (TAC) by your school's test coordinator, and (2) request access to the Test Accessibility and Accommodations system by agreeing to the terms and conditions (see link below). ACT will grant you access if both conditions are met.

☐ I Accept the ACT Accommodations Terms and Conditions

Request Accommodations Access

No, Thanks.

9. Read and close the terms and conditions.
10. Click the box next to, "I Accept the ACT Accommodations Terms and Conditions."

☐ I Accept the ACT Accommodations Terms and Conditions

11. Click the **Request Accommodations Access** button.
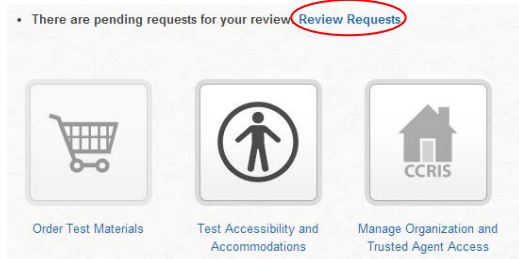

Request Accommodations Access

Note: The test coordinator needs to approve your request before you will be able to access TAA. When approved, you will receive email notification.

Managing Test Accommodations Coordinator Access

Granting Test Accommodations Coordinator Access to TAA

The test coordinator must approve or deny access to TAA for each test accommodations coordinator. To do this:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log into your CCRIS account.
3. If you have pending requests you will see, "There are pending requests for your review." Click **Review Requests**.

4. Click **Approve** or **Deny** to the right of **Accommodations (Pending)**.


Adding or Removing Test Accommodations Coordinator Access to TAA

The test coordinator may change access to TAA for test accommodations coordinators at any time. To do this:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log into your CCRIS account.
3. Click the **Manage Organization and Trusted Agent Access** icon.

4. Click **Add** or **Remove** to the right of **Accommodations** to approve or deny access to TAA for individual users.
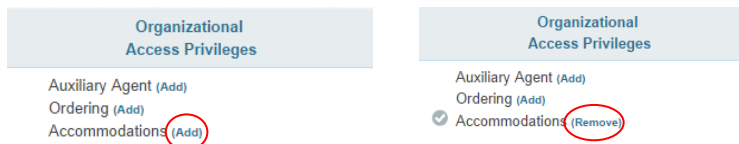
5. Click the **OK** button when the warning message pops up.

   Note: The test accommodations coordinator will receive email notification of the change.

Navigating to the CCRIS Home Page from the Manage Organization Page

Test coordinators may navigate to the CCRIS home page from the **Manage Organization and Trusted Agent Access** page by clicking on Home in the upper left portion of the screen.
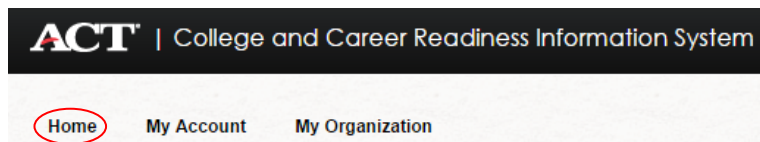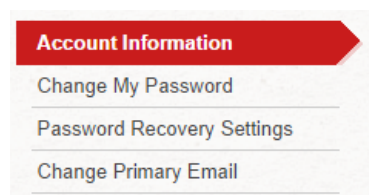
Changing CCRIS Account Settings

Changing Your CCRIS My Account Information

You may update your CCRIS **My Account** information at any time. To update your account:

1. Log into CCRIS.
2. Click the radio button next to your school.
3. Click the **Continue** button.
4. Click **My Account** near the top left of the page.

5. Click on the **Account Information** tab:

- Enter or correct your first name.
- Enter or correct your middle name.
- Enter or correct your last name.
- Enter or correct your home phone.
- Enter or correct your mobile phone.
6. Click the **Update Account** button.

Changing Your CCRIS My Account Password

You may change your CCRIS password at any time. To change your password:

1. Log into CCRIS.
2. Click the radio button next to your school.
3. Click the **Continue** button.
4. Click **My Account** near the top left of the page.
5. Click on the **Change My Password** tab:

- Enter your current password.
- Enter your new password.
- Confirm your new password.
6. Click the **Update Account** button.

Changing Your CCRIS My Account Password Recovery Settings

You may change your CCRIS password recovery settings at any time. To update your recovery settings:

1. Log into CCRIS.
2. Click the radio button next to your school.
3. Click the **Continue** button.
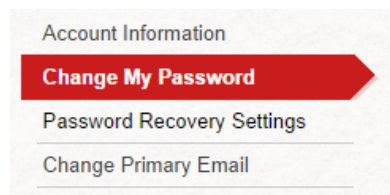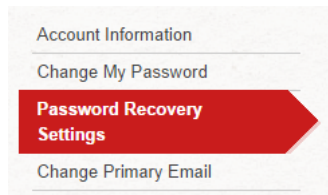4. Click **My Account** near the top left of the page.
5. Click on the **Password Recovery Settings** tab.

Account Information
Change My Password
Password Recovery Settings
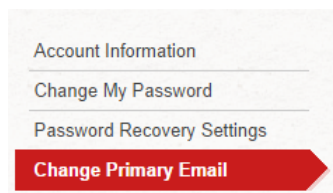Change Primary Email

- Enter your current password.
- Select a security question from the drop down menu.
- Type in a security question answer.
6. Click the **Update Account** button.

Changing Your CCRIS My Account Primary Email (Username)

You may change your CCRIS **My Account** primary email at any time. To update your email which is also your username:

1. Log into CCRIS.
2. Click the radio button next to your school.
3. Click the **Continue** button.
4. Click **My Account** near the top left of the page.
5. Click in the **Change Primary Email** tab.

Account Information
Change My Password
Password Recovery Settings
Change Primary Email

- Enter your current password.
- Enter your new primary email address.
- Confirm your new primary email address.
6. Click the **Update Account** button.

When You Change Your CCRIS My Account Primary Email (Username)

When you change your CCRIS **My Account** primary email address, this changes your username. All notifications from TAA are sent to your **My Account** primary email address. The primary email address is what is needed for TAA.

Editing Your CCRIS My Organization Information

You may update your CCRIS **My Organization** information at any time. To update your organization:

1. Log into CCRIS.
2. Click the radio button next to your school.
3. Click the **Continue** button.
4. Click **My Organization** near the top left of the page.
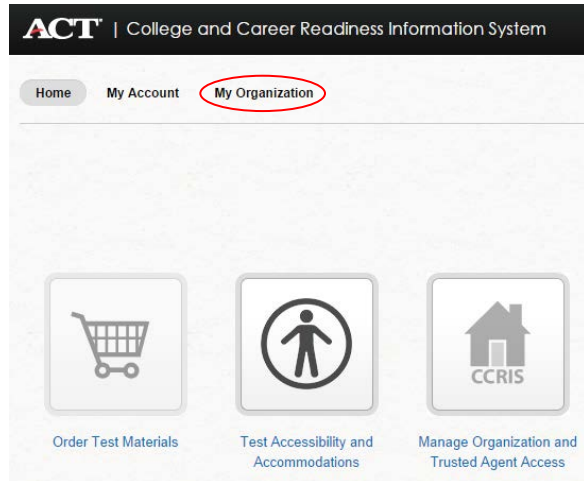
5. Update **Contact Information** as needed.
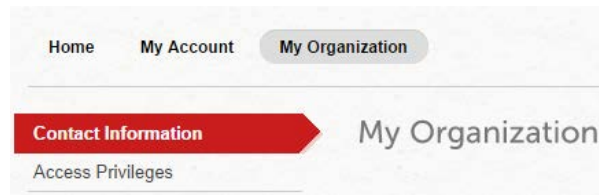
- Enter or correct the physical address of your school.
- Enter your email address.
- Reenter to confirm your email address.
- Enter or correct your business phone.
- Enter or correct your position within the school.
- Enter or correct your full title.
- Click the **Update Account** button.

6. Remove **Access Privileges** as needed.
   - Click the (Remove) link to take away any of your privileges to a granted role in CCRIS.
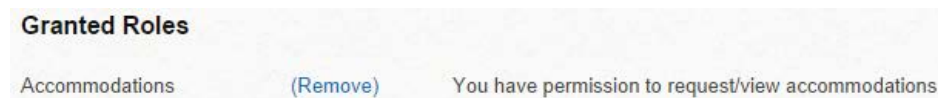
7. Click the **OK** button when the warning message pops up.

Requesting Accommodations Using TAA

Accessing TAA

Follow these steps to log into CCRIS and access TAA.

1.   Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2.   Log in to your CCRIS account.
3.   Click the radio button next to your school.
4.   Click the **Continue** button.
5.   Click the **Test Accessibility and Accommodations (TAA)** icon.

Test Accessibility and
Accommodations

Search for Requests in TAA Before Entering a New Request

To avoid entering more than one request for the same examinee, check to see if a request has already been started or submitted using these steps.

1.   Type in the examinee's last name.

2.   Click the **Search** button.

Accommodations PIN	Test	Last Name	First Name	Middle Initial	Status
JJZDP1DX	The ACT	SMITH	JOHN	M	In review
EJC90DLW	The ACT	SMITH	EXAMINEE	L	In review

3.   Click the **Download Search Results** button to create a CSV file of your search. (This is recommended if the list spans more than one page.)

4.   Click on the *ExamineeDetails.csv* file in the lower left corner of the screen to view the Excel file.
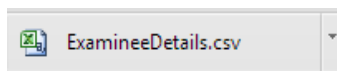
Here is a sample *ExamineeDetails* file:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ACCOMM	FIRST_NAI	LAST_NAN	MIDDLE_I	TEST_NAN	APPROVEI	NOT_APPI	INREVIEW	INCOMPLETE_ACCOMMODATIONS							
2	JJZDP1DX	JOHN	SMITH	M		The ACT			Reader (Human) | TC 3 - Triple Time (over multiple days) | Preferential seating - School provides							

5.   Click the **Clear** button to start a new search.

Submitting a Request for ACT-Approved Accommodations Using TAA

After logging into CCRIS and accessing TAA, follow these steps to submit requests for ACT-Approved Accommodations.

*Note: Wherever you see an **(i)** icon, you may hover over it for more information.*

1.   Click the **Request Accommodation for New Examinee** button.

2.   Enter the following examinee details.

Examinee Details Step 1 of 7

- State Student ID (The State Student ID can be up to 20 alphanumeric digits long.)
- first name
- middle initial
- last name
- date of birth
  o Click in the date of birth field.
  o Type in MM/DD/YYYY, or use the calendar to select the date.

3.   Enter the examinee address.
- Type in the street address.
- Type in the zip code.
  o If the zip code is recognized, the city, state, and country will automatically fill in.
  o If the zip code is not recognized, the following message will appear, "If you are certain the zip code you entered is correct, and entering it does not yield any city, or the incorrect city, please call (800) 553-6244 x 1788." An ACT support team member will assist with this situation.

4.   Answer the question, "Has the examinee been previously approved for accommodations by ACT?"
- Click the radio button next to Yes or No.
  o If Yes, type in the examinee Accommodation Reference Number and select the date the examinee last tested with ACT-Approved Accommodations by selecting the month and year using the drop down menus.
- Click the **Save and Continue** button.

5.   Enter the following testing information.

Testing Information Step 2 of 7

- Click the radio button next to the ACT.
- Click the radio button next to your test date. (Refer to your *Checklist of Dates* for this information.)
- Click the **Save and Continue** button.

6. Click the radio button next to all diagnosed disabilities that apply, and/or type in a specific diagnosis in the window provided for other disability.

Diagnosed Disabilities Step 3 of 7

- Cognitive/Intellectual Disability
  o Intellectual Impairment (FSIQ=<85)-DSM 319.00
  o Traumatic Brain Injury
  o Post-Concussive Syndrome

- Learning Disability
  o Reading Disorder/Dyslexia – DSM 315.00
  o Math Disorder – DSM 315.1
  o Disorder of Written Expression – DSM 315.2
  o Speech/Language Disorder –DSM 315.39

- Motor Disability
  o Cerebral Palsy
  o Muscular Dystrophy
  o Quadriplegia/Paralysis of Upper Extremities

- Psychological Disability
  o Attention Deficit Disorder (ADHD) – DSM 314.00
  o Autism Spectrum Disorder -DSM 299.00
  o Anxiety Disorder
  o Depression
  o Emotional/Behavioral Disorder (school team)
  o PDD, Asperger's – DSM 299.80
  o Tourette's/Tic Disorder

- Sensory Disability
  o Blind/Legally Blind (in both eyes)
  o Deaf
  o Hearing Impairment
  o Visual Impairment

- Physical/Medical Disability
  o Diabetes
  o Migraines
  o Epilepsy/Seizures

- Other Disability
  o If the examinee's diagnosed condition(s) does not appear on the above list, type in a specific diagnosis in the other disability window.

Other Disability

If the examinee's diagnosed condition(s) does not appear on the above list, please enter a specific diagnosis on the lines below.
Note: If the diagnosed condition appears on the above list, please do not also write it below, as this will delay processing.

  o For example, if the examinee is confined to his or her home, or a medical facility, enter this under other disability.

- Click the **Save and Continue** button.

Save and Continue >

7. Enter the plan details.

Plan Details step 4 of 7

- Click the radio button next to one of the following plans.
  - IEP
  - 504
  - Official Accommodations Plan
  - Exceptions Statement

- Click one radio button to answer the question, "How many years has the plan been in place?"
  - less than one year
  - one year or more

- Click the **Save and Continue** button.

Save and Continue ❯

8. Click the radio button(s) to request specific accommodations, *or* type in a request.

Requested Accommodations Step 5 of 7

- Click all Setting & Location Accommodations that apply.
  - preferential seating – school provides
  - standing, walking or pacing
  - administration from home or care facility
  - background music/noise buffers (auditory calming)
  - individual test administration (room to self)
  - special lighting
  - adaptive/special furniture
  - modified acoustics (FM system)
  - food/drink/medication in the test room
  - wheelchair access

- Click all Response & Navigation Accommodations that apply.
  - scribe
  - speech to text
  - SMA (student marks answers in booklet)
  - keyboard navigation

- Click one of the Presentation & Formats, if it applies.
  - reader (human)
  - pre-recorded audio
  - computer (essay or short answer for paper testing only)
  - Braille/raised line drawings
  - large type test booklet and answer sheet
  - American Sign Language for instructions only
  - Exact English Sign Language for test items

- Click on the radio button next to one of the Timing Accommodations.
  - TC 1 – standard time (one session, one day)
  - TC 2 – double time (over multiple days)
  - TC 3 – triple time (over multiple days)
  - TC 5 – stop the clock breaks (one day), or
  - TC 5 – standard Time (over multiple days)
  - TC 6 – time-and-one-half, self-paced (one session, one day)
  - TC 7 – time-and-one-half (over multiple days)
  - TC 8 – extended time on essay/constructed response only

- Type in specific accommodations in the other accommodations window if the examinee's accommodation(s) does not appear on the above list.
- Click the **Save and Continue** button.

Save and Continue ❯

9. Upload documentation.

Documentation Step 6 of 7

- Click the link to the Accommodation Documentation Guidelines for more information.

Download Accommodation Documentation Guidelines

- Click the **Choose File** button to upload documentation for the following categories:
  - o IEP, 504, or official accommodations plan
  - o physician diagnosis
  - o complete evaluation
  - o other documentation

IEP, 504 or Official Accom Plan
Choose File No file chosen   Upload

- Navigate to the document.
- Click on the document to select it.
- Click the **Open** button.

File name: Sample IEP pages   Custom Files
Open   Cancel

- Click the **Upload** button.

IEP, 504 or Official Accom Plan
Choose File Sample IEP pages.docx   Upload

- Repeat the steps above to attach more documents, as needed.
- Click the **View** icon to review an uploaded document, if necessary.
- Click the **Delete** icon to delete an uploaded document, if necessary.

IEP, 504 or Official Accom Plan
Sample IEP pages.docx   09/06/2014   View   Delete

- Click the **Save and Continue** button.

Save and Continue

  - o If you did not upload a required document, you will be unable to Continue. You will see the message "1 (or more) error(s) on the page. Please correct and save." The category that requires a document will appear in red.

  Qualified Professional Diagnosis is required.

  - o If you try to upload a required document, and the system does not allow it, you will see the message "Having difficulty loading the document, try again later." Click the **Save** button to finish the request later.

10. Review the request, acknowledge that the information provided is accurate and you have a signed release of information on file at school, and print a copy of the request.

Review Step 7 of 7

*Note: Please use the **Previous** button when navigating in TAA, if needed. Do not use your browser's back button.*

◄Previous

- Review the examinee details.
- Review the testing information.
- Review the diagnosed disabilities.
  - o Click on the **Edit Diagnosed Disabilities** button to make edits, if needed.
  - o Click the **Save and Continue** button to get back to the **Review** screen.

- Review the plan details.
  - Click on the **Edit Plan Details** button to make edits, if needed.
  - Click the **Save and Continue** button to get back to the Review screen.
- Review the requested accommodations.
  - Click on the **Edit Requested Accommodations** button to make edits, if needed.
  - Click the **Save and Continue** button to get back to the **Review** screen.
- Review the required documentation.
  - Click on the **Edit Required Documentation** button to delete the documentation that is uploaded and upload new documentation, if needed
  - Click the **Save and Continue** button to get back to the **Review** screen
- Click on the **Print** button at the top of the page to print the request.
- Scroll down and click the check box to acknowledge that all information is accurate to the best of your knowledge.
- Click on the signed release link.
- Print the release.
- Get a parent, or the examinee if 18 or older, to sign the release, or a school official may sign the release with parent consent. Keep the signed release on file at school.
- Close the **Consent to Release Information to ACT** form by clicking on the "x" to close the file.
- Click the **Submit** button to complete the request. You will see an on screen confirmation.

Confirmation

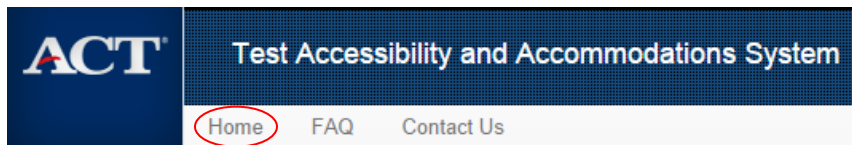Your request has been successfully submitted.

- Click the **Print** button to print the **Confirmation** page.
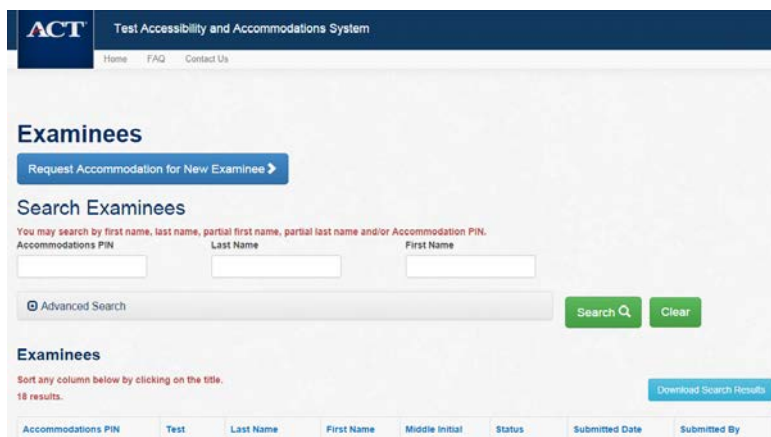
Navigating to the Home Screen in TAA

Follow these steps to get to the home screen in TAA:

1. Click on the **Home** tab in the upper left side of the screen.

2. Click the **OK** button when the warning message pops up.

You may search for requests, or submit a request on the home screen.

Status of Requests in TAA

Status of Requests in TAA

All saved requests are stored in TAA. After requests have been entered, you may see these possible statuses under the status column of the table on the home page of TAA.

- incomplete: These requests are not submitted.
- in review: These requests are submitted, and are under ACT review.
- partially approved: These requests are reviewed and part of what was requested is approved.
- approved: These requests are reviewed and all of what was requested is approved.
- not approved: These requests are reviewed and none of what was requested could be approved.

Status
In review
Incomplete
Incomplete
Partially Approved
In review
Approved

Searching for Requests by Sorting the Table in TAA

You may search by sorting table columns to see if a request has already been started, or submitted using these steps.

1. Click on any of the table headings (accommodations PIN, test, last name, first name, middle initial, status, submitted date, or submitted by) to sort the table.

Accommodations PIN	Test	Last Name	First Name	Middle Initial	Status	Submitted Date	Submitted By

2. Click on a different heading to sort using that criteria, or click the **Clear** button next to **Advanced Search**.

Refer to the *Download Search Result*s below for instructions to save this information in an Excel file.

Searching for Requests Using Search Examinee in TAA

You may search using **Search Examinees** to see if a request has already been started, or submitted following these steps.

1. Type in the examinee's Accommodations PIN, last name, and/or first name.

Search Examinees

You may search by first name, last name, partial first name, partial last name and/or Accommodation PIN.

1.	Accommodations PIN	Last Name	First Name
		Smith	

⊕ Advanced Search   2. Search 🔍   3. Clear

2. Click the **Search** button.

Accommodations PIN	Test	Last Name	First Name	Middle Initial	Status
JJZDP1DX	The ACT	SMITH	JOHN	M	In review
EJC90DLW	The ACT	SMITH	EXAMINEE	L	In review

3. Click the **Clear** button to start a new search.

Refer to the *Download Search Result*s below for instructions to save this information in an Excel file.
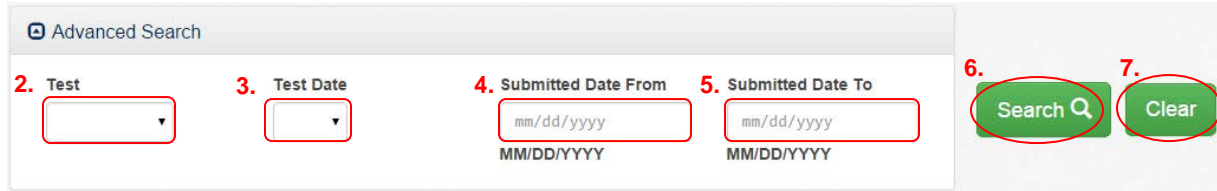
Conducting an Advanced Search in TAA

You may conduct an advanced search for all requests submitted between specific dates using these steps.

1. Click on the **Advanced Search** link.

⊡ Advanced Search

2. Using the dropdown menu under **Test**, select the ACT.
3. Using the dropdown menu under **Test Date**, select your test date.
4. Type in the month, date, and year in the **Submitted Date From** field.
5. Type in the month, date, and year in the **Submitted Date To** field.

⊡ Advanced Search

2. Test	**3.** Test Date	**4.** Submitted Date From	**5.** Submitted Date To	**6.**	**7.**
▼	▼	mm/dd/yyyy MM/DD/YYYY	mm/dd/yyyy MM/DD/YYYY	Search 🔍	Clear

6. Click the **Search** button.
7. Click the **Clear** button to start a new advanced search.

Refer to the *Download Search Result*s below for instructions to save this information in an Excel file.

Searching for Requests Using Search Examinee and Advanced Search in TAA

To combine the last two searches (search examinees and advanced search), follow these steps.

1. Type in the examinee's Accommodations PIN, last name, and/or first name.

Search Examinees

You may search by first name, last name, partial first name, partial last name and/or Accommodation PIN.

Accommodations PIN	Last Name	First Name
	Smith	

2. Using the dropdown menu under **Test**, select the ACT.
3. Using the dropdown menu under **Test Date**, select your test date.
4. Type in the month, date, and year in the **Submitted Date From** field.
5. Type in the month, date, and year in the **Submitted Date To** field.

⊡ Advanced Search

2. Test	**3.** Test Date	**4.** Submitted Date From	**5.** Submitted Date To	**6.**	**7.**
▼	▼	mm/dd/yyyy MM/DD/YYYY	mm/dd/yyyy MM/DD/YYYY	Search 🔍	Clear

6. Click the **Search** button.
7. Click the **Clear** button to start a new search.

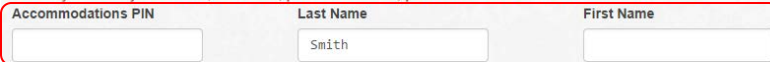Refer to the *Download Search Result*s below for instructions to save this information in an Excel file.

Download Search Results

After completing a search, you may download the search results.

1. Click the **Download Search Results** button to create a CSV file of your search. (This is recommended if the list spans more than one page.)

    Download Search Results

2. Click on the ExamineeDetails.csv file in the lower left corner of the screen to view the Excel file.

    ExamineeDetails.csv

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ACCOMM	FIRST_NAI	LAST_NAM	MIDDLE_I	TEST_NAM	APPROVE	NOT_APPI	INREVIEW	INCOMPLETE_ACCOMMODATIONS							
2	JJZDP1DX	JOHN	SMITH	M	The ACT				Reader (Human) | TC 3 - Triple Time (over multiple days) | Preferential seating - School provides							

Submitting or Deleting Incomplete Requests

Saving a Request to Complete Later

Requests may be started, saved, and finished later. When working on a request, click the **Save** button at the bottom of the page when it is available.

Save

When you save, you will receive this message near the top of the screen.

All your changes have been saved.

The status of the request will be "incomplete" until it is finished and submitted.

Accommodations PIN	Test	Last Name	First Name	Middle Initial	Status	Submitted Date	Submitted By
EJC90DLW	The ACT	SMITH	EXAMINEE	L	Incomplete		

Requests under Review Cannot be Edited

When the request is in a review stage, it cannot be edited.

Completing and Submitting an Incomplete Request

To finish and submit an incomplete request, follow these steps.

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Click the radio button next to your school.
4. Click the **Continue** button.
5. Click the **Test Accessibility and Accommodations** (TAA) icon.
6. Locate the incomplete request by clicking on the **Status** column, or by entering the examinee's information in the fields under "Search Examinees" and clicking the **Search** button.
7. Click on the **Accommodations PIN** and you will be directed to an Accommodation Request History screen for the examinee.

Accommodations PIN

EJC90DLW

8. Click on the number under **Index**, or the test.

Accommodation Request History for EXAMINEE SMITH

Download, view, and print the Accommodations Decision Notification, OR edit a request to submit for reconsideration.
DO NOT use the Create New Request button for an examinee whose request is currently in review or under reconsideration.

Requests

Index	Test	Accommodations Requested	Status	Submitted Date	Submitted By	Action
1	The ACT		Incomplete			Delete Request

9. Complete the remaining sections of the request.
10. Review the request, accept the terms and conditions, and print a release form (if this was not done previously).
11. Click the **Submit** button to complete the request.

Only Incomplete Requests May Be Deleted

The test coordinator and/or test accommodations coordinator may delete requests as long as they have not been submitted. It is not possible to delete a request after it has been submitted.

Canceling and Deleting a Request Instead of Submitting

After logging into CCRIS and accessing TAA, if you are entering a new request, and need to delete it:

1. Click the **Cancel** button during the final entry step.

2. Click **Delete Request** under **Action**.

Index	Test	Accommodations Requested	Status	Submitted Date	Submitted By	Action
1	The ACT	Reader (Human) TC 3 - Triple Time (over multiple days)	Incomplete			Delete Request

3. Click the **OK** button when the warning message pops up.

Deleting an Incomplete Request

After logging into CCRIS and accessing TAA, follow these steps to delete an incomplete request:

1. Click on **Status** to find incomplete requests.

Status
Incomplete

2. Click **Delete Request** under **Action**.

Index	Test	Accommodations Requested	Status	Submitted Date	Submitted By	Action
1	The ACT	Reader (Human) TC 3 - Triple Time (over multiple days)	Incomplete			Delete Request

3. Click the **OK** button when the warning message pops up.

TAA Notifications

On Screen Confirmation

When a request for ACT-Approved Accommodations is successfully submitted in TAA, the individual who submitted the request will see an on screen confirmation page.
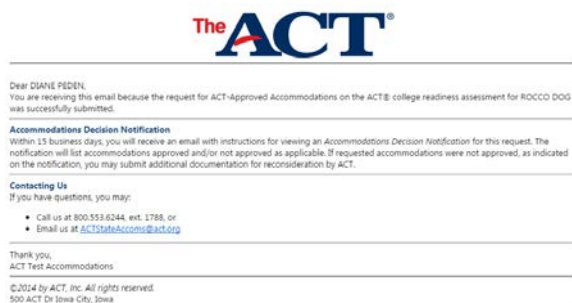
Confirmation
Your request has been successfully submitted.

Accommodations Successfully Submitted Email

When a request for ACT-Approved Accommodations is successfully submitted in TAA, the individual who submitted the request will receive an email titled, "Accommodations Request Successfully Submitted."

Accommodations Decision Notification

After ACT reviews a request for ACT-Approved Accommodations, an examinee-specific *Accommodations Decision Notification* is created in TAA. The notification contains the:

- examinee's name
- examinee's personal identification number (PIN) for TAA
- accommodations approved (including any special authorizations), or not approved, if applicable
- reason accommodations are not approved, if applicable

Note: When the Accommodations Decision Notification is available to view online, the individual who submitted the request will receive an email. Please review the notification, print two copies, provide one to the examinee, and keep one for your records.

The Personal Identification Number (PIN)

As a security precaution, the *Test Accommodations and Accessibility* (TAA) system requires a unique personal identification number (PIN) and first and last name to access information. Protecting each examinee's privacy and keeping personal information confidential is important to ACT. Requiring this number, as well as first and last names, allows ACT staff to maintain privacy. Store the PIN in a safe place, yet on hand to use when accessing information in TAA.

Important! ACT customer service agents require the TAA system PIN, examinee first name, and examinee last name to access accommodations information.
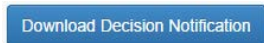
Viewing the Accommodations Decision Notification

To view the *Accommodations Decision Notification* for an examinee:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Click the radio button next to your school.
4. Click the **Continue** button.
5. Click the **Test Accessibility and Accommodations** (TAA) icon.
6. Search for the examinee.
7. Click on the **Accommodations PIN** and you will be directed to an Accommodation Request History screen.

8. Click the **Download Decision Notification** button to download a PDF.

9. Close the *Accommodations Decision Notification* by clicking on the "x" to close the file.

10. Click on the home tab to return to the home screen.

Viewing the Decision History

To view the history of all decisions for an examinee:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Click the radio button next to your school.
4. Click the **Continue** button.
5. Click the **Test Accessibility and Accommodation**s (TAA) icon.
6. Search for the examinee.
7. Click on the **Accommodations PIN** and you will be directed to an Accommodation Request History screen.

8. Click on the **Decision Document History** link to see all notifications for this examinee.

9. Click on any of the documents to download a PDF.

10. Close the history screen by clicking on the "x" to close the pop-up window.

11. Close the *Accommodations Decision Notification* by clicking on the "x" to close the file.
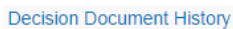
12. Click on the home tab to return to the home screen.

Requesting Reconsideration
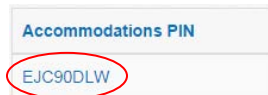
Reconsideration of Accommodations Not Approved

ACT will reconsider requests for ACT-Approved Accommodations that were not initially approved. If you would like ACT to reconsider a request, you may use the *Test Accessibility and Accommodations* system to submit additional documentation.

NOTE: Reconsideration decisions may not be available in time for your scheduled test dates. Refer to your Checklist of Dates *for the deadline.*

Submitting Documentation for Reconsideration

To submit documentation for reconsideration using TAA, take the following steps:

1. Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2. Log in to your CCRIS account.
3. Click the radio button next to your school.
4. Click the **Continue** button.
5. Click the **Test Accessibility and Accommodations** (TAA) icon.
6. Click the **Accommodations PIN** for the examinee. This will take you to the **Request History** screen.
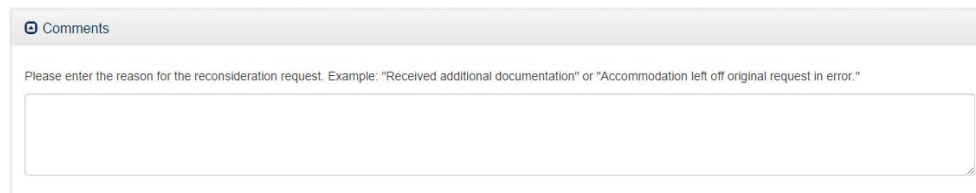
> **Accommodations PIN**
>
> EJC90DLW

7. Click the **Edit for Reconsideration** button.

> Edit for Reconsideration

8. Edit diagnosed disabilities, plan details, requested accommodations, and/or required documentation.
9. Click the **Save and Continue** button.

> Save and Continue >

10. Type the reason you're requesting reconsideration in the box for comments.

> ⊕ Comments
>
> Please enter the reason for the reconsideration request. Example: "Received additional documentation" or "Accommodation left off original request in error."

11. Check the box to acknowledge the information is accurate, and a signature is on file.
12. Click the **Submit** button. You will receive a confirmation on screen and via email.

Note: The individual who submitted the request will receive another email when ACT reconsideration is complete and an updated Accommodations Decision Notification is available.

Examinee Confined to Home or Hospital

Indicating an Examinee is Confined to Home or Hospital

When completing a request in TAA, when you get to the diagnosed disabilities section, explain that the examinee is confined to home or a hospital by typing this in the other disability window.

Other Disability

If the examinee's diagnosed condition(s) does not appear on the above list, please enter a specific diagnosis on the lines below.
Note: If the diagnosed condition appears on the above list, please do not also write it below, as this will delay processing.

This examinee is confined to home.

Additional Approval Required to Test at Home or Hospital

If a request for an examinee test at home or at the hospital was submitted in TAA, ACT staff will email the test coordinator an additional form to complete. Once ACT receives this form, a notification will be emailed to the test coordinator.

The examinee may not test anywhere other than the school unless:

- the *Accommodations Decision Notification* authorizes the test to be administered at the examinee's home or hospital, *and*
- the test coordinator received an email authorizing the test to be administered at the examinee's home or the hospital.

*Note: The individual who submitted the request in TAA will receive an email when the Accommodations Decision Notification is available, but the **test coordinator** will receive the additional correspondence required for approval.*

Late Consideration

Late Consideration

ACT will consider late requests for ACT-Approved Accommodations that were not submitted by the deadline noted on your *Checklist of Dates,* if any of the reasons listed below apply:

1.   examinees meet testing program eligibility requirements for one of these reasons:
     - they enrolled in your school after the deadline, or
     - they were classified into an eligible grade level after the deadline
2.   examinees were evaluated or diagnosed with a new disability recently, and an accommodations plan was put in place after the deadline
3.   examinees who have ACT-Approved Accommodations transferred to your school from another school in your state and want these accommodations at your school
4.   examinees suffered an injury or suddenly developed a medical condition which will prevent them from accessing the examination after the deadline

NOTE: Late consideration decisions may not be available in time for your scheduled test dates. Refer to your Checklist of Dates *for the late consideration deadline.*

Requesting Late Consideration

To request late consideration for examinees who fit into one of the categories above, follow these steps.

1.   Go to the CCRIS log in page: https://readiness.act.org/ccr/app/home.
2.   Log in to your CCRIS account.
3.   Click the radio button next to your school.
4.   Click the **Continue** button.
5.   Click the **Test Accessibility and Accommodations** (TAA) icon.

Test Accessibility and Accommodations

6.   Search for the examinee to be sure there is not already a request in TAA.
7.   Click the **Request Accommodation for New Examinee** button.

Request Accommodation for New Examinee ❯

8.   Enter the following examinee details.

Examinee Details Step 1 of 7

-   State Student ID (The State Student ID can be up to 20 alphanumeric digits long.)
-   first name
-   middle initial
-   last name
-   date of birth
    -   Click in the date of birth field.
    -   Type in MM/DD/YYYY, or use the calendar to select the date.

9.   Enter the examinee address.
     - Type in the street address.
     - Type in the zip code.
       - If the zip code is recognized, the city, state, and country will automatically fill in.
       - If the zip code is not recognized, the following message will appear, "If you are certain the zip code you entered is correct, and entering it does not yield any city, or the incorrect city, please call (800) 553-6244 x 1788." An ACT support team member will assist with this situation.

10. Answer the question, "Has the examinee been previously approved for accommodations by ACT?"
    - Click the radio button next to Yes or No.
        - If Yes, type in the examinee Accommodation Reference Number and select the date the examinee last tested with ACT-Approved Accommodations by selecting the month and year using the drop down menus.
    - Click the **Save and Continue** button.

Save and Continue >

11. Enter the following testing information.

Testing Information Step 2 of 7

- Click the radio button next to the ACT.
- Click the **Late Consideration** link next to your test date. (Refer to your *Checklist of Dates* for your test date.)
- Complete the Late Consideration form, and the request and header as needed, and fax or email these to ACT by the late consideration deadline noted on your *Checklist of Dates*.

Transferring an Examinee from Your School to Another School

If an examinee was authorized to test with ACT-Approved Accommodations at your school, but is transferring to another school in your state before your scheduled test dates, fill out a late consideration form. This will alert ACT that the accommodations need to be transferred to the new school.

Contacting Us

If you have questions, you may:
- Call us at 800.553.6244, ext. 1788
- Email us at ACTStateAccoms@ACT.org
- Fax us at 319.337.1285